

CHELMSFORD ASSOCIATION OF LOCAL COUNCILS

Supporting Parish and Town Councils in the District of Chelmsford

Constitution

1. Name

1.1. The name of the Association shall be the Chelmsford Association of Local Councils, hereinafter called 'the Association'.

2. Membership

2.1. Membership shall be open to any Parish, Town, Community or Village Council, within the area of the Chelmsford City Council, which is a paid-up member of the Essex Association of Local Councils.

2.2. A membership application process will comprise an invitation to a Council fulfilling the above criteria to apply for membership from the Association. Members will be required to complete an application form, including an agreement to share details; and agreement to the Associations constitution, agreement to pay its membership fee, and ratification by the association committee.

2.3. Members may send any number of representatives to Association meetings but only one member, who is a Councillor and is acting on a mandated authority for their Council is entitled to vote. Representatives at meetings may be councillors or clerks.

2.4. A member of the Association shall cease to belong to the Association if:

2.4.1. It informs the Clerk of the Association in writing that it wishes to withdraw or

2.4.2. It ceases to be a member of the Essex Association of Local Councils or

2.4.3. Its' subscription remains unpaid for a period of six months after it becomes due. All unpaid subscriptions will remain due.

2.4.4. Reasons for resignation should be stated clearly in the resignation letter.

2.5. Suspension of membership can only be at the discretion of the executive committee after due process. Suspension can only be imposed for misconduct.

3. Objects

The objects of the Association are:

- 3.1. To bring together Local Councils (Parish, Town, Community and Village Councils) within the City of Chelmsford to facilitate opportunities for member councils to share, and discuss issues and areas of common interest, particularly focusing on joint working collectively, where councils are struggling to gain traction achieve action or change independently.
- 3.2. The Association will also act as a conduit for collective discussions with Local Authorities (specifically Chelmsford City Council and Essex County Council) with the aim being to develop relationships and a mechanism to enable discussions on issues impacting local councils (individually and as a collective) throughout Chelmsford City, ultimately ensuring that the decision making processes are informed and consider the views of the Local Councils (those closest to residents) as a collective. This will be an advantage to individual Councils under LGR.
- 3.3. The Association will also act as a disseminator of useful information and sharing of good practice to members, thereby compiling a record of procedures, legal references gathered from individual members and working with the EALC and NALC.
- 3.4. The Association will also promote an increased dialogue between local councils and represent Local Councils within the Chelmsford City boundary via membership of the Essex Association of Local Councils Executive Committee.
- 3.5. The objects of the Association will be reviewed periodically in accordance with its current requirements.

4. Limitation

- 4.1. While the officers and executive committee members may participate in discussions and negotiations on behalf of members, it will not have any power to enter into any agreements with Chelmsford City Council or any other Local government organisation that in any way commits or binds members to such an agreement. It is recognised that each member has the sovereign right to determine what action, if any, it wishes to take on any matter that affects it, directly or indirectly.

5. Officers

5.1. The officers of the Association shall be Chairman and Vice- Chairman. They shall be elected at the Annual General Meeting and hold office for twelve months.

5.2. A Clerk shall be appointed and can receive an honorarium.

5.3. Representatives to EALC - Two representatives shall serve on the EALC Executive Committee. These members shall serve on the Association's Executive Committee.

6. Executive Committee

6.1. The Committee shall comprise representative Councillors to the EALC Executive Committee, to give a total of seven. There shall be no more than one Councillor representative of any member council on the executive.

6.2. In the year when Parish Council elections are held, the Committee shall continue in office until the Annual General Meeting even if they do not comply with the provisions of Rule 7.

6.3. In the event of a vacancy occurring, the Committee may co-opt a replacement from the membership of the Full Committee.

6.4. The executive committee has the authority to co-opt up to three members on to the committee for a specific purpose or term. These members will not have voting powers.

7. Full Committee

7.1. The Association shall consist of up to one Councillor representative nominated by each member. The representatives will be a councillor of the member making the nomination.

8. Meetings

8.1. The Association will meet a minimum of four times a year in January, April, July and October. Three meetings will be held face to face and one meeting will be held virtually.

8.2. Any extra-ordinary meetings called will be virtual or face to face.

8.3. The Annual General Meeting will be held in October and will be held in person. The location of the meeting will take place in a meeting venue of member councils on a rotational basis.

8.4. Notice of meetings will be four weeks. Agenda to be sent out 4 weeks in advance of meetings.

8.5. The Executive Committee will meet at least four times a year.

8.6. An extraordinary meeting of the Full Committee may be convened jointly by four member councils by giving four weeks' notice in writing to the Clerk, such notice will include details of the business to be transacted and wording of any resolutions to be considered.

8.7. The agenda of the Annual General Meeting will include:

8.7.1. Chairman's Report

8.7.2. Reports of sub-committees (if appointed)

8.7.3. Clerk's Report

8.7.4. Election of Officers and appointment of members to the Executive Committee

8.7.5. Consideration of items submitted by members

8.7.6. Consideration of items submitted by the EALC

8.7.7. Election of officers to the EALC Executive committee

9. Voting

9.1. Voting at all meetings shall be by show of hands. At meetings of the Association each member present will have a vote. The Chairman will have a casting vote in the event of a tie.

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10. Quorum

10.1. A quorum at Association meetings shall be one third of the total membership and at Executive Committee meetings three.

11. Accounts

11.1. Proper accounts will be maintained. The financial year shall be 1st April to 31st March.

12. Bank Account

12.1. A bank account in the name of the Association shall be maintained Payment signatories who shall be any two jointly from three persons nominated by the Executive Committee

13. Liability for Expenses and Membership Fee

13.1. All member parishes will jointly assume liability for expenses incurred by the Association.

13.2. Contributions will be due on 1st April each year, such contributions being based upon a forecast of expenditure by the Executive Committee and approved by the Association in October.

14. Winding-Up

14.1. A resolution to wind-up the Association may be passed at any regular or extraordinary meeting of the Association.

14.2. Such resolution shall be passed by no less than 75% of those present and entitled to vote. Should a quorum not be present at the meeting, the resolution may be carried by simple majority with the Chairman having a casting vote.

15. Assets

15.1. The officers will act as trustees of any assets of the Association. In the event of a winding-up they will collect any monies due to the Association, realise the assets and distribute equally to those members who are members at the date of winding up.

16. Change to the constitution

16.1. The constitution may be varied by resolution passed by an Annual General Meeting or an Extraordinary Meeting. Such resolution shall be passed by no less than 75% of those present and entitled to vote.

16.2. Notice of any proposed change must be given in full and included in the notice of the meeting.

16.3. Notice of the meetings will be given with a minimum of four weeks' notice and items for the agenda must be notified to the Clerk at least four weeks before the meeting.

Adopted by Resolution of the Association on 18th June 2025

Reviewed and agreed on 14th August 2025